

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 8/16/06

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval to pay Monroe Service Co. invoice in the amount of \$1,130.00, for repair to an AC unit at the Key West International Airport.

ITEM BACKGROUND: The Clerk of the Court requests that these invoices be approval by the County Commission before being processed for payment.

PREVIOUS RELEVANT BOCC ACTION: Approval of invoices for repair and maintenance at the Key West International Airport, at the April, May, June, and July Commission meetings.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval

TOTAL COST: \$1,130.00

BUDGETED: Yes

COST TO AIRPORT: \$1,130.00

SOURCE OF FUNDS: 404-63001 – Airport Operating account

COST TO PFC: None

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney n/a

OMB/Purchasing n/a

Risk Management n/a

AIRPORT DIRECTOR APPROVAL \_\_\_\_\_



Peter J. Horton

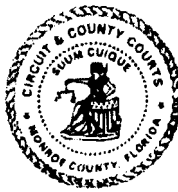
DOCUMENTATION: Included X

Not Required

AGENDA ITEM # \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

/bev  
AO



**Danny L. Kolhage**

BRANCH OFFICE  
3117 OVERSEAS HIGHWAY  
MARATHON, FLORIDA 33050  
TEL. (305) 289-6027

CLERK OF THE CIRCUIT COURT  
MONROE COUNTY  
500 WHITEHEAD STREET  
KEY WEST, FLORIDA 33040  
TEL. (305) 292-3550

BRANCH OFFICE  
88820 OVERSEAS HIGHWAY  
PLANTATION KEY, FLORIDA 33070  
TEL. (305) 852-7145

## **M E M O R A N D U M**

July 5, 2006

TO: Bevette Moore

FROM: Cheryl A. Morgan

RE: Monroe Service Company Invoices 9311, 9312 & 9313

---

I am returning the above referenced invoices to you for noncompliance. Per chapter 3 of the purchasing policies any purchase or contract estimated to cost \$25,000.001 or greater shall be awarded by competitive sealed bids. Payments to Monroe Service Company have exceeded the \$25,000.01 threshold for the current fiscal year therefore BOCC prior approval is required as governed by County Ordinance.

If you have any questions I can be reached at extension 3649.

# Memo

To: Board of County Commissioners  
From: Peter Horton, Director of Airports  
Date: 8/1/06  
Re: Agenda Item - Monroe Service Co.

---

This item requests approval to pay Monroe Service Co. invoice in the amount of \$1,130.00, for repair to an AC unit at the Key West International Airport.

The Clerk of the Court requests that this invoice be approved by the County Commission before being processed for payment.

The Commission has previously approved invoices for repair and maintenance at the Key West International Airport, at the April, May, June, and July Commission meetings.

PJH/bev

91041

**MONROE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AUDIT SLIP**

Vendor Name      Monroe Service Co

Invoice #            9313 ✓

Invoice Date        6/22/06 ✓

**RECEIVED JUN 29 2006**

Invoice Amount     1,130.00

Fund / Cost Ctr	Account #	(Optional) Project #	(Optional) Project Acct	Amount
<u>404-63001</u>	<u>530-460</u>			<u>1,130.00</u> ✓
Description (Opt)				

Description (Opt)

*Install Motor AP Unit 3*

Description (Opt)

Description (Opt)

Description (Opt)

Review                      Signature \_\_\_\_\_ Date \_\_\_\_\_

Approve to \$1,000.00      Signature \_\_\_\_\_ Date \_\_\_\_\_

\$1,000.01 to \$5,000.00      Signature Bonette Moore ✓ Date 6/29/06

\$5,000.01 to \$10,000.00      Signature \_\_\_\_\_ Date \_\_\_\_\_

\$10,000.01 to \$25,000.00      Signature \_\_\_\_\_ Date \_\_\_\_\_

\$25,000.01 & greater      BOCC Approval

Notes:                      Only one invoice per audit slip, please!!  
                                 BOCC Depts. complete all areas.  
                                 Invoice # must be the invoice number from the vendor's invoice.  
                                 Description is a 25-position field for additional information.

MONROE SERVICE CO.

A/C - Refrigeration

STATE LICENSE # CAC050394

P.O. BOX 5451

KEY WEST, FL 33045

(305) 295-0333

9313

CHECK LIST

QUANTITY

ITEM OR PART DESCRIPTION

- ☐ COMPRESSOR
- ☐ SUCTON
- ☐ HEAD
- ☐ VOLTS
- ☐ ELECTRICAL CONNECTIONS
- ☐ CONTACTS TIGHT & CLEAN
- ☐ OIL LEVEL & CONDITION
- ☐ CONDENSER COIL
- ☐ CLEAN COIL & CHECK FAN COND.
- ☐ ENT
- ☐ REFRIGERANT
- ☐ LEAK
- ☐ CHANGE
- ☐ FAN AND MOTOR
- ☐ VOLTS
- ☐ ELECTRICAL CONNECTIONS
- ☐ CONTACTS TIGHT & CLEAN
- ☐ FAN PULLEYS (ADJUST BELT)
- ☐ CHECK, LUB BEARINGS & MOTOR
- ☐ OIL
- ☐ EVAPORATOR COIL
- ☐ CLEAN COIL & CHECK FAN
- ☐ ENT
- ☐ ENT WB
- ☐ CONDENSATE AREAS
- ☐ INSPECT & CLEAN DRAIN
- ☐ AIR FILTERS
- ☐ CLEANED
- ☐ REPLACED
- ☐ FILTER SIZE
- ☐ HEATING ASSY.
- ☐ BURNER & HEAT EXCHANGER
- ☐ FUEL SUPPLY & PRESSURE
- ☐ PILOT ASSEMBLY
- ☐ FLAME ADJUSTMENT
- ☐ PRIMARY RELAY & FUSE
- ☐ FAN & LIMIT SWITCH OPER.
- ☐ BLOWER ASSEMBLY
- ☐ FAN VALVE
- ☐ STRIP HEAT
- ☐ DEFROST CYCLE
- ☐ ELECTRICAL COMPTS.
- ☐ RELAYS
- ☐ CONTACTORS
- ☐ OVERLOAD
- ☐ PRESS. SWITCH
- ☐ THERMOSTAT
- ☐ O.K.
- ☐ REPLACE
- ☐ RELOCATE

1. All parts replaced by us will be warranted to be free of defects for a period of 90 days or 12 months, whichever comes first. Many service companies provide 30, 60 or 90 day warranties. We feel that the parts we install have been carefully selected and meet or exceed manufacturer specifications. For this reason we feel comfortable offering this excellent warranty. The labor to install the warranted part(s) is discussed in item #2 below.

2. Our repair labor is warranted for a period of 90 days or 12 months, whichever comes first. This is the labor to repair or replace the part we installed in the initial repair, and not to correct other problems that may have arisen in the interim.

3. In the case of refrigerant (freon) leak repairs, our parts and labor warranty is as stated above with the following definitions:

a. You are strongly urged to let the technician show you the location of the leak prior to and after the repair. If this is not possible due to attic or other inconvenient location, be sure the technician accurately describes the leak location on the service label. Our warranty is for the specific leak repaired.

b. Unfortunately, many times there can be more than one leak in a system. We may only locate one and complete an effective repair only to be called out again later and find another one. Our warranty on the previous leak repair would not cover the new one. However, if within 30 days of the first leak location, we will provide a no charge diagnostic and leak search. You will then only pay for the repair of the leak, just as you would have done if we had located it on the first trip.

ENVIRONMENT CHECK LIST

TYPE	SYSTEM	QTY.	CHANGED OUT (OR REPLACED)?	YES	NO
1 RECOVERED?					
2 RECYCLED?					
3 RECLAIMED?					
4 RETURNED TO THIS SYSTEM?					
5 DISPOSAL					
6 NON USEABLE					
7 DISPOSAL					

NAME	Air Post South Rosevelt			DATE ORDERED	6/22/06
STREET	Key West			DATE SCHEDULED	6/22/06
CITY	STATE	ZIP	WM. PHONE	PHONE	
MAKE	MODEL	SERIAL NUMBER	WARRANTY	CONTRACT	
			SERVICE CONTRACT	NORMAL	
			RES.	COAL	

RECEIVED  
JUN 26 2006  
AIRPORTS - BEM

COMPLETED

CUSTOMER REQUEST: *Refrigerator not working*

TECHNICIAN SIGNATURE: *Art. Paul*

CERT #

TOTAL CHARGES

SUB-TOTAL

DIAG. CHARGE

TAX

TOTAL AMOUNT DUE

1130.00

TEAMS: DUE UPON COMPLETION

I HAVE THE AUTHORITY TO ORDER THE ABOVE WORK AND DO SO ORDER AS OUTLINED ABOVE. IT IS AGREED THAT THE SELLER WILL RETAIN TITLE TO ANY EQUIPMENT OR MATERIAL FURNISHED UNTIL FINAL & COMPLETE PAYMENT IS MADE, AND IF SETTLEMENT IS NOT MADE AS AGREED, THE SELLER SHALL HAVE THE RIGHT TO REMOVE SAME AND THE SELLER WILL BE HELD HARMLESS FOR ANY DAMAGES RESULTING FROM THE REMOVAL THEREOF.

ABOVE ORDERED WORK HAS BEEN COMPLETED AND I ACKNOWLEDGE RECEIPT OF MY COPY.

DATE

DATE